
Governor Pete Wilson

SOURCES:

An Annotated Bibliography for California Planners



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Introduction

The Office of Planning and Research (OPR) receives many inquiries about sources of information on land use planning. We've put together this bibliography to publicize some of the written references that are available on this varied subject. We hope that the reader will find it useful.

Unless so noted, these books are not available from the Office of Planning and Research. Whenever possible, we have listed the sources and prices of books. Otherwise, look for these titles in major libraries. The book catalogs of the American Planning Association and the Urban Land Institute also offer numerous books on the subject.

The Office of Planning and Research is not responsible for publications other than its own. Accordingly, the views expressed in most of the following references do not necessarily represent the views of OPR.

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California Planning

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A Guide to Planning in California (1988); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

This short booklet is an introductory guide to land use planning as practiced in California. It describes, in common language, the general plan, zoning subdivisions, annexation and incorporation, and the California Environmental Quality Act. In addition, it includes a glossary of common planning terms and useful references.

Bridging the Gap: Using Findings in Local Land Use Decisions, 2nd edition (March 1989); \$9.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

This popular booklet outlines what findings are, why they are necessary, and when local agencies should prepare them. It also suggests guidelines for preparing findings based on principles founded in case law. Included in the second edition is an expanded table listing the types of land use decisions requiring findings, examples of staff reports showing how findings are used, and an index of statutes requiring local findings.

California Land-use and Planning Law, 1997 edition; by Daniel J. Curtin, Jr.; \$47 plus tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

This manual provides a summary of the major provisions of land use planning law and related procedural law such as zoning and CEQA. It includes recent California and federal court decisions and opinions of the California Attorney General as well as laws regarding initiatives and development exactions.

Formatting the General Plan; \$3.00 from Zucker Systems, 9909 Huennekens St., Suite 120, San Diego, CA 92121, (916) 457-0277.

Choosing a suitable format for your general plan is an important part of preparing the plan. This booklet offers no-nonsense advice on a clear and easy to use format.

General Plan Guidelines, 1990 edition; by the Governor's Office of Planning and Research; \$16.00 per copy from General Services, Publications Section, P.O. Box 1015, North Highlands, CA 95660, (916) 574-2200 (stock no. 7540-931-1030-0). Available on the Internet at <http://ceres.ca.gov/planning/>.

This advisory guide is the State's only official document interpreting and explaining California's legal requirements for general plans. It may be used as a guide for local planners preparing general plans and as a general refer-

ence by other local government officials and community members who may have less experience with planning theory, practice, and land use law.

Guide to California Planning (1991); by William Fulton; \$30.00 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

This is a lively, well-written discussion of nearly every aspect of planning in the state.

LAFCOs, General Plans, and City Annexations (1997); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

This advisory memo discusses how local general plans should address annexations and how they can assist a LAFCO in its deliberations.

Longtin's California Land Use, 2nd edition (1987); \$160 plus tax from Local Government Publications, P.O. Box 306, Malibu, CA 90265.

This reference text contains an objective analysis of current land use statutes and case law. It addresses planning, zoning, subdivisions, sign controls, exactions, LAFCO activities, coastal planning, and legal requirements.

Planning, Zoning, and Development Laws, 1997 Edition; published by Governor's Office of Planning and Research; \$18.00 from General Services, Publications Section, P.O. Box 1015, North Highlands, CA 95660, (916) 574-2200 (stock no: 7540-931-1016). Available on the Internet at <http://ceres.ca.gov/planning/>.

This is a compendium of planning-related state laws, published yearly. It contains the general plan, zoning, subdivision map act, and other codes.

Preemption of Local Land Use Authority in California (1989); \$9.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

This publication is intended as a quick and easy-to-understand reference tool that explains the basics of land use preemptions in California: what they are, why they are important to planners and local decision makers, and how they are created. OPR prepared this document due to the growing quantity and complexity of statute and case law affecting preemptions of local land use authority. It also includes a lengthy compendium of existing land use preemptions founded in statutory and case law.

Specific Plans in the Golden State (1988); \$9.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

This is an in-depth report on specific plans in California. It features guidelines for preparing and adopting specific plans, including an annotated model specific plan outline. It discusses pertinent statutory and case law, specific plan implementation measures, fees, and the relationships of specific plans to other local planning tools such as the general plan and zoning ordinance.

“Why Plan: A Primer for the Concerned Citizen” (Pappas Telecommunications, Fresno, CA), 1987, 30 minute videotape (available for purchase from the League of California Cities (916) 444-5790).

This videotape is an introduction to planning -- its purposes and products.

CEQA and Environmental Assessment

A Practical Guide to the Environmental Planning Process in California: \$5.00 from The Planning Center, 1300 Dove Street, Suite 100, Newport Beach, CA 92660, (714) 851-9444.

This illustrated booklet walks the reader through the process of meeting environmental reporting requirements. It discusses the types of impacts reviewed as part of an environmental assessment, the required contents and varied types of environmental impact reports, differences between CEQA and federal law, public participation in the CEQA process, and a history of the California Environmental Quality Act.

A Practical Guide to Mitigation Monitoring: \$5.00 from The Planning Center, 1300 Dove Street, Suite 100, Newport Beach, CA 92660, (714) 851-9444.

This illustrated booklet describes the requirements of AB 3180 (Chap. 1232, Stats. Of 1988) and includes a model program for monitoring and reporting on the progress of mitigation measures.

California Environmental Laws, 1994 edition; \$33.50 from West Publishing Co., 50 West Kellogg Blvd., P.O. Box 64526, St. Paul, MN 55164-0526, 1-800-328-9352.

This is a collection of California codes relating to environmental protection and environmental quality. Its contents include state law relating to hazardous waste management, CEQA, pesticide use, solid waste disposal, and sanitation.

CEQA and Archaeological Resources (1994); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

An in-depth discussion of CEQA's requirements for examining a project's potential adverse effects on archaeological resources.

CEQA and Historical Resources (1994); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

An in-depth discussion of CEQA's requirements for examining a project's potential adverse effects on historical resources.

CEQA: The California Environmental Quality Act -- Statutes and Guidelines, 1997 edition; prepared by the Governor's Office of Planning and Research; \$18.00 per copy from General Services, Publications Section, P.O. Box 1015, North Highlands, CA 95660, (916) 574-2200 (stock no. 7540-931-1022-0). Available on the Internet at <http://ceres.ca.gov/planning/>.

This publication contains the California Environmental Quality Act and the guidelines for compliance with CEQA promulgated by the State Secretary of Resources. It is the primary guide for the administration of CEQA and the preparation of environmental documents.

Focusing on Master EIRs: Examining AB1888 of 1993 (1994); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

An overview of the Master EIR and its relatives, with advice on how to implement this statute. It outlines the process of preparing and utilizing a Master EIR while highlighting the statutory nuances for the CEQA practitioner.

Guide to the California Environmental Quality Act, 3rd edition; by Michael H. Remy, Tina A. Thomas, Sharon E. Duggan, and James G. Moose; \$55.00 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

This book examines the substance and procedures of CEQA as well as current case law. It is intended to provide an overview of existing requirements for environmental review and to act as a guide for the preparation of legally adequate environmental documents.

Housing and the Environment: A Guide to Producing Housing Under the California Environmental Quality Act, 2 volumes; first copy free from the Department of Housing and Community Development, Business Service Office, 921 Tenth Street, Sacramento, CA 95814-2774, (916) 322-0303.

This manual summarizes current CEQA requirements, including recent changes to the statute and interpretations by administrative agencies and the courts. Its purpose is to improve the implementation of CEQA while, at the same time, encouraging the provision of affordable housing.

Mastering NEPA: A Step by Step Approach, 1994 edition, by Ronald Bass and Albert Herson; \$35 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508).

An easy to read, yet comprehensive guide to NEPA requirements. It includes the NEPA statute and guidelines.

Mitigated Negative Declarations (1994); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170.

This paper discusses Negative Declarations and mitigated Negative Declarations in light of recent amendments to CEQA. The primary purpose of this paper is to illustrate those situations in which a mitigated Negative Declaration should be used.

Practice Under the California Environmental Quality Act (1993), by Steven L. Kostka and Michael H. Zischke; from Continuing Education of the Bar, 2300 Shattuck Ave., Berkeley, CA 94704, 1-800-924-3924.

This two volume work is possibly the most comprehensive discussion of CEQA currently available.

State Clearinghouse Handbook (1997); \$6.00 from Governor's Office of Planning and Research/State Clearinghouse, 1400 Tenth St., Sacramento, CA 95814, (916) 322-8515. Available on the Internet at <http://ceres.ca.gov/planning/>.

This is a technical guide for lead and responsible agencies, project proponents, and the public on state clearinghouse procedures for reviewing environmental documents.

The CEQA Deskbook; 1996 edition, by Ronald Bass, Albert Herson, and Kenneth Bogdan; \$47 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

A practitioner's perspective on meeting CEQA requirements. This deskbook is authoritative and easily read.

Tracking CEQA Mitigation Measures Under AB 3180 (1994); \$9.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Rm. 250, Sacramento, CA 95814, (916) 445-4831. Available on the Internet at <http://ceres.ca.gov/planning/>.

This paper provides basic information on the monitoring or reporting program requirements established by AB 3180 (Chap. 1232, Stats. Of 1988) and local government programs developed in response to that bill.

Fiscal Impact Analysis

Analyzing the Economic Feasibility of a Development Project, PAS Report No. 380 (1984); by Richard J. Roddewig and Jared Shlaes; \$24.00 from the American Planning Association

Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report offers a useful method for analyzing the impact of public incentives for private development. It provides examples of how to use this method on particular development projects.

Development Impact Analysis (1990), Robert W. Burchell, ed., available for \$29.95 from the Center for Urban Policy Research, P.O. Box 489, Piscataway, NJ 08855-0489, (201) 932-3101.

This 300 page tome describes procedures, analytic techniques, and public presentation methods for five basic components of development analysis: development feasibility; development design; traffic impact analysis; fiscal impact analysis; and environmental impact analysis.

Development Impact Assessment Handbook (1994), Robert Burchell, et al.; \$124.95 from the Urban Land Institute, 625 Indiana Avenue, NW, Washington, D.C. 20004-2930, 1-800-321-5011.

A handbook and computer model for evaluating development proposals relative to their environmental and fiscal impacts.

The Fiscal Impact Handbook (1978); by Robert Burchell and David Listokin; \$35, plus postage and handling, from the Center for Urban Policy Research, Rutgers - the State University, P.O. Box 489, Piscataway, NJ 08855-0489, (201) 932-3101.

A manual for estimating the public costs of private development. It contains methods for projecting cost and revenue, projecting demand, and estimating population increases.

The New Practitioner's Guide to Fiscal Impact Analysis (1985); by Robert W. Burchell, et al.; \$10, plus postage and handling, from the Center for Urban Policy Research, Rutgers - the State University, P.O. Box 489, Piscataway, NJ 08855-0489, (201) 932-3101.

This book offers methods for estimating the direct public costs associated with private development. It discusses means of projecting costs relative to both residential and non-residential development and offers demographic multipliers for the practitioner.

Growth Management

Alternative Techniques for Managing Growth (1989) by Irving Schiffman; \$7.92 plus tax and handling from the Institute of Governmental Studies, University of California, Publications Office, 102 Moses Hall, Berkeley, CA 94720, (415) 642-5537.

These 26 techniques come in the form of regulatory, acquisition, incentive, and design tools. Discussions include how the tools are implemented, their potential benefits and limitations, legal status, use in specific communities, and reference sources.

Balanced Growth: A Planning Guide for Local Government (1991), John DeGrove, ed.; \$24.95 plus tax and handling from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book offers a range of techniques for controlling sprawl, managing open space, and protecting environmentally sensitive lands.

Do Growth Controls Work? (1992), by John Landis; from California Policy Seminar, 2020 Milvia Street, Suite 412, Berkeley, CA 94704, (510) 642-5514.

A comparative study of cities with and without growth controls which analyzes the effectiveness of such controls in reducing the rate of growth.

How Shall We Grow? (1993), By John Landis, et al.; from California Policy Seminar, 2020 Milvia Street, Suite 412, Berkeley, CA 94704, (510) 642-5514.

This report discusses a sophisticated computer program and comprehensive data base developed for the San Francisco Bay Area which enables users to project alternative futures based on alternative planning policies.

Managing Community Growth (1993), by Eric D. Kelly; \$19.95 for APA members or \$21.95 for non-members plus tax and handling from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

The author evaluates the four main types of growth management programs used today – phasing, urban growth boundaries, rate of growth, and adequate public facilities – and specific growth management techniques.

Housing

Affordable Housing: Proactive and Reactive Strategies (1992), by S. Mark White; PAS Report 441; \$30 plus tax and handling from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report examines a variety of regulatory measures which can help to stimulate the production of affordable housing.

Blueprint for Bay Area Housing (1989); cosponsored by the Bay Area Council and Association of Bay Area Governments; available from the Local Housing Element Assis-

tance Project, 847 Sansome St., San Francisco, CA 94111, (415) 981-6600.

This excellent handbook covers all the steps for reviewing, preparing, revising, and evaluating local housing elements. It focuses on realistic programs, innovative approaches, and case studies for improving local housing supplies. A chapter devoted to homelessness is included.

California Affordable Housing Legislation: A Study of Local Implementation, 2 volumes (1984); by David M. Dornbusch & Co., for the Department of Housing and Community Development; available from the Department of Housing and Community Development, Business Services Office, 921 Tenth St., Sacramento, CA 95814, (916) 322-0303.

This in-depth study examines the effectiveness of local implementation in carrying out state legislation relating to growth control, low- and moderate-income housing availability in the coastal zone, availability of second housing units, and the use of private consultants to expedite EIR preparation. The second volume focuses on the programs of 26 selected cities and counties.

Housing Special Populations -- A Resource Guide; \$3.00 from HUD USER, P.O. Box 280, Germantown, MD 20874, (800) 245-2691.

This guide references reports, books, and articles discussing the special housing needs of the elderly, disabled, and homeless. The section on the elderly offers guidelines for housing and support services. Regarding the disabled, the guide's references focus on barrier-free housing, adaptable housing, and community group homes which establish beneficial living environments.

Incentives for Family Mobilehome Parks; free from the department of Housing and Community Development, Division of Housing Policy Development, (916) 323-3176.

The report discusses the characteristics of mobilehome parks and state of the market for this type of housing. Special emphasis is given to the availability of parks for families with children.

Local Government Mobilehome and Mobilehome Park Policies in California; free from the Department of Housing and Community Development, Division of Housing Policy Development, (916) 323-3176.

This booklet reports on a survey of city and county planning directors throughout the state concerning local regulation of mobilehomes and mobilehome parks. The purpose of the survey was to assess how state laws encouraging mobilehomes as a source of affordable housing are being implemented at the local level.

Myths and Facts About Affordable and High Density Housing (1993); California Planning Roundtable; available

from The Planning Center, 1300 Dove Street, Newport Beach, CA 92660, (714) 851-9444.

This booklet discusses misconceptions about affordable housing, offering strong counter arguments to many commonly expressed objections to that type of development.

Relationships Between Affordable Housing Developments and Neighboring Property Values (1993), by Paul Cummings and John Landis; from the Institute of Urban and regional Development, 316 Wurster Hall, U.C. Berkeley, Berkeley, CA 94720, (510) 642-4874.

This study of six housing developments in the San Francisco Bay Area indicates that affordable projects do not adversely affect property values.

Rental Housing in California -- Market Forces and Public Policies (1987); LeRoy Graymer, et al., (ed.); available from the Lincoln Institute of Land Policy, 131 Clarendon St., Boston, MA 02116.

This book collects the opinions of experts in several housing related fields. It explores recent market trends, the role of public policy in affordable housing, and the past efforts of several cities to make rental housing more affordable.

Shelter for the Homeless: Housing and Element Requirements (1989), available free from the Housing and Community Development Department, Division of Housing Policy Development, (916) 445-4728.

This brief report discusses the mandated analysis of special housing needs for persons and families in need of emergency shelter and identification of adequate sites to facilitate development of emergency shelters and transitional housing.

State Density Bonus Law (1990), available from the California Department of Housing and Community Development, Division of Housing Policy Development, 1800 Third Street Room 430, P.O. Box 952053, Sacramento, CA 94252-2053, (916) 445-4728.

This report provides straightforward information on how to implement state density bonus law.

Infrastructure Finance

A Planner's Guide to Financing Public Improvements (revised 1997); \$9.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170. Available on the Internet at <http://ceres.ca.gov/planning/>.

This is an introduction to some of the financing options available to local governments in California. It includes chapters on general taxes, special taxes, school financing, developer fees and exactions, special assessments, and leasing.

Calculating Proportionate-Share Impact Fees, PAS Report No. 408 (1988); by James C. Nicholas; \$20.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report shows how to calculate impact fees so that developers pay only their fair share of capital improvement needs. Emphasis is placed on fees for schools, libraries, roads, law enforcement, and how to adjust fees to avoid legal challenges.

California Debt Issuance Primer (1988); \$20.00 from the California Debt and Investment Advisory Commission, P.O. Box 942809, Sacramento, CA 94209-0001, (916) 324-2585.

This is a comprehensive guide to debt financing in California. It reviews various financing techniques available to local government (such as bonds and certificates of participation), the participants in typical debt issues, and the steps involved in issuing debt.

Development Exactions (1987); James E. Frank and Robert M. Rhodes, (eds.); \$34.95 for APA members or \$38.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book takes a look at how exactions work, what's been tried, and how they've fared in the courts. The book includes a large-scale survey on exactions and how they are calculated.

Development Impact Fees (1988); Arthur C. Nelson, (ed.); \$30.95 for APA members or \$36.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This comprehensive report evaluates the theory, application, and administration of development exactions. It includes methods to draft impact fee ordinances, reviews the legal aspects of exactions, discusses the need for a rational nexus, and illustrates how excise taxes can be used as an alternative to impact fees.

Financing Infrastructure: Innovations at the Local Level; by Richard R. Mudge and Susan Jakubiak for the National League of Cities; \$15.00 from the National League of Cities, 1301 Pennsylvania Ave. N.W., Washington D.C. 20004, (202) 626-3000.

This is a review of 26 case studies of how local governments pay the cost of public works. It describes four techniques - special assessment districts, exactions, independent utilities, and shared ownership between public and private sectors.

Guide to Public Debt Financing in California (1987); by Virginia L. Horler; \$27.95, plus tax and handling, from

Packard Press Pacific, 221 Main St., Suite 100, San Francisco, CA 94105, (415) 974-1100.

This guide discusses and compares a broad variety of financing alternatives, including general obligation bonds, special assessments, certificates of participation, leasing, and revenue bonds.

Mello-Roos Community Facilities Act of 1982 (1994); free from Bowie, Arneson, Kadi and Dixon, 4920 Campus Drive, Newport Beach, CA 92660, (714) 851-1300.

This booklet contains a summary and the text of the Mello-Roos Act as amended through January 1, 1994.

Paying for Growth: Using Development Fees to Finance Infrastructure; by Thomas P. Snyder and Michael A. Stegman; \$32.50 for ULI members or \$42.00 for non-members from the Urban Land Institute, 1090 Vermont Ave. N.W., Suite 300, Washington, D.C. 20005, (202) 289-8500.

Provides a detailed examination of the potential economic impacts of development fees and the proper procedures for their calculation and enactment.

Public Needs and Private Dollars (1995), by William Abbot, et al.; \$38 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

This detailed discussion of exactions practice in California compares the characteristics of fees, assessments, taxes, and dedications. It also discusses nexus requirements, Constitutional considerations, and AB 1600.

Land Use Regulation

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The Administration of Flexible Zoning Techniques, PAS Report No. 318 (1976); by Michael J. Meshenbourg; \$24.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This 62 page report describes zoning techniques including planned unit development, overlay zoning, incentive zoning, and transfer of development rights.

Alternative Techniques for Controlling Land Use: A Guide for Small Cities and Rural Areas in California (1983, revised 1989); by Irving Schiffman; \$20.00 from the University Center for Economic Development and Planning, California State University Chico, CA 95929-0716, (916) 895-4598.

This source book discusses alternative techniques for regulating development and land use in small towns and rural areas. It contains definitions, methods, benefits, limitations, and legal status of techniques ranging from agricultural buffers to zero lot line housing. In addition, it identifies cities or counties that are using those techniques.

California Condominium and Planned Development Practice; available from California Continuing Education of the Bar, 2300 Shattuck Ave., Berkeley, CA 94704, (415) 642-6810.

This book examines current laws regulating condominiums and planned development, including both the Subdivision Map Act and the Subdivided Lands Act. It is aimed at the practicing attorney, but is a useful reference for planners as well.

California Permit Handbook (1997); Office of Permit Assistance; \$16.00 per copy from General Services, Publications Section, P.O. Box 1015, North Highlands, CA 95660, (916) 574-2200 (stock no. 7540-931-1025-8).

This is a detailed description of over 30 major state development requirements with additional information on federal and local government review procedures and permits.

California Subdivision Map Act Practice (1987, 1997 supplement); by Daniel J. Curtin, Jr., Robert E. Merritt, Jr., et al.; available from California Continuing Education of the Bar, 2300 Shattuck Ave., Berkeley, CA 94704, (415) 642-6810.

This is a comprehensive and detailed reference on the statutory and case law requirements governing the division of land in California. It affords up-to-date interpretations of statute and case law. It details the procedures, map requirements, and administration of subdivision regulations under the Subdivision Map Act. The appendices include examples of local ordinances and forms.

California Zoning Practice (supplemented yearly); available from California Continuing Education of the Bar, 2300 Shattuck Ave., Berkeley, CA 94704, (415) 642-6810.

This reference describes the basis for zoning regulations in California in a thorough interpretation of statute and case law. Its main emphasis is on zoning, not the general plan.

Code Enforcement: A Comprehensive Approach (1994), by Joseph M. Schilling and James B. Hare; \$38 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

A guidebook for practitioners involved in code enforcement, including planning, zoning, building, and fire prevention officials.

Design Review, PAS Report No. 454 (1995); by Mark L. Hinshaw; \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report proposes and examines a solution to the failure of zoning standards to address issues of visual quality and community character. Design review attempts to achieve good design through community consensus and cooperation.

Development Agreements: Practice, Policy, and Prospects (1989); by Douglas R. Porter and Lindell Marsh, (eds.); \$30.00 for ULI members or \$38.00 for non-members from the Urban Land Institute, 1090 Vermont Ave. N.W., Suite 300, Washington, D.C. 20005, (202) 289-8500.

This book is based upon the proceedings of a ULI-sponsored forum on development agreements. It reviews the principal features of development agreements, their practical applications, and their legal and planning basis. Examples are included from California, Florida, Hawaii, Canada, and Sweden.

Enforcing Zoning and Land Use Controls (1988) PAS Report No. 409, by Eric D. Kelly, available for \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report examines the practical and legal issues surrounding zoning enforcement. It includes a variety of sample forms.

Flexible Zoning: How it Works (1988); by Douglas R. Porter, et al.; \$35.00 for ULI members or \$44.00 for non-members from the Urban Land Institute, 1090 Vermont Ave. N.W., Suite 300, Washington, C.C. 20005, (202) 289-8500.

This publication evaluates performance zoning systems as practiced by seven communities around the country (including Fort Collins, CO and Largo, FL). It includes suggestions for communities considering the use of such systems.

Implementing the New Telecommunications Law (1996); \$19.95 for APA members and \$24.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This comprehensive report serves as a guide to the Telecommunications Act of 1996. It provides an overview of the Act; analyzes planning, zoning, and building codes for the location of towers and satellite dishes; and discusses the compensation for the use of public rights-of-way and taxation.

Local Government Permit Streamlining Strategies (1994), from the Office of Permit Assistance, Trade and Commerce Agency, 801 K Street, 17th Floor, Sacramento, CA 95814, (916) 322-4245.

A menu of strategies for local government to make permitting both more efficient and more responsive.

Merger and Local Government (1986); free from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170.

This advisory describes how local governments may adopt a lot merger ordinance under the Subdivision Map Act.

The New City's Planning Handbook (1989); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170.

This brief booklet is aimed at newly incorporated cities. It describes a new city's planning responsibilities, including how to address projects that were previously approved by the county.

New Standards for Nonresidential Uses, PAS Report No. 405 (1987); \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report examines the limits of conventional intensity standards and offers more precise methods for measuring the intensity of nonresidential uses. It includes methods to concurrently modify conventional regulations, protect community character, and permit design flexibility.

Performance Controls for Sensitive Lands: A Practical Guide for Local Administrators, PAS Report No. 307/308 (1975); \$16.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

Here are some techniques for regulating development on environmentally sensitive lands. Included are hillside and wetland regulations.

Preparing a Conventional Zoning Ordinance, PAS Report No. 460 (1995); \$34.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This comprehensive guide describes the preparation process of clear and concise regulations, definitions, and procedures.

Putting TDRs to Work in California (1993), by Rich Pruetz; \$25 plus sales tax and shipping from Solano Press, P.O. Box 773, Point Arena, CA 95468, (707) 884-4508.

This is the first comprehensive examination of transfer development rights ordinances and programs currently in use throughout California.

Recreation, Park, and Open Space Standards and Guidelines (1994); available from the National Recreation and Park Association, 3101 Park Center Drive, Alexandria, VA 22302, (703) 820-4940.

These guidelines contain a park classification system and recommended standards for park and recreation areas. It includes standards for neighborhood, community, and regional parks as well as sample ordinances.

Regulating Satellite Dish Antennas, PAS Report No. 394 (1986); \$24.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report examines the legal and aesthetic issues re-

lated to dish antenna regulation. It also includes a sample ordinance that incorporates suggested yard requirements, set-backs, height and bulk regulations, and screening requirements.

Sign Regulation for Small and Midsize Communities (1989) PAS Report No. 409, by Eric D. Kelly and Gary J. Raso, is available for \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report discusses issues in sign regulation and includes a generic model ordinance.

Street Graphics and the Law (1988); by Daniel R. Mandelker and William Ewald; \$29.95 for APA members and \$35.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book discusses the legal and regulatory issues of sign controls. It includes topical legal opinions and court decisions as well as a model sign ordinance.

Transferable Development Rights Programs, PAS Report No. 401 (1987); \$16.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report from the Planning Advisory Service explains the concepts of TDR, its legal foundation, and the pros and cons of several TDR programs in use around the country.

A Unified Development Ordinance; by Michael B. Brough; \$34.95 for APA members, \$39.95 for non-members, from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a detailed model ordinance which combines the zoning and subdivision ordinances. It contains a mixture of commentary and ordinance language aimed at streamlining the land development process.

Periodicals

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The following list consists of periodicals that are dedicated to planning or that often address related subjects. Contact the publisher for subscription prices.

California Planner; monthly; subscription included with membership in the California Chapter of the American Planning Association, c/o S/G Assoc., 1333 36th St., Sacramento, CA 95865.

This is the official newsletter of the CCAPA. It contains articles on current planning activities around the state, an update on state legislation relating to planning, and information on workshops on planning.

California Planning and Development Report; monthly; from Torf Fulton Associates, 1275 Sunnycrest Ave., Ventura, CA 93003, (805) 642-7838.

This publication is devoted to reporting current events in California planning. News topics include local regulations, local planning controversies, initiatives and referenda, annexations and incorporations, and state legislation.

Journal of the American Planning Association; quarterly; from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

A collection of academic articles relating to current physical, economic, and social planning research. Recent topics include infrastructure finance, homelessness, strategic planning, and economic development. It also includes detailed reviews of new literature in the field.

Land Use Law and Zoning Digest; monthly; from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This periodical summarizes recent litigation occurring in state and federal courts around the country. Other topics include recently enacted state legislation affecting planning, and expert commentary on subjects relating to land use regulation.

Planning; monthly; from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is the magazine of the American Planning Association, focusing on solutions to common planning problems, reviews of new planning techniques, and highlights of successful planning programs. It is written by practitioners for practitioners.

Urban Land; monthly; subscription included with membership in the Urban Land Institute, 1090 Vermont Ave. N.W., Washington, D.C. 20005; (202) 289-3381.

This is the magazine of the Urban Land Institute, an independent education and research organization primarily made up of developers and private sector planners. It profiles successful development projects around the country as well as discussing current planning topics such as transportation funding and mixed use development.

Western City; monthly; from the League of California Cities, 1400 "K" St., Sacramento, CA 95814, (916) 444-5790.

This is the League of California Cities' magazine. Its articles concentrate on innovative programs in city administration, funding, and other topics such as fire and police protection. Although it does not concentrate on planning, it usually contains news of local planning related programs.

Zoning and Planning Law Report; 11 issues per year; from Clark Boardman, Co., Ltd., 435 Hudson St., New York, NY 10014.

In each issue, this report carefully examines some aspect of planning law. Recent topics have included vested rights, exaction ordinances and "takings" theory. This periodical is valuable to both those considering new land use regulations and those interested in keeping current regulations up to date.

Zoning News; monthly; from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a four-page newsletter devoted to monitoring trends in local land use controls. It discusses innovative development regulations, code amendments, development projects, development incentives, and design standards. Each issue usually concentrates on a particular subject.

The Planning Commission

California's Conflict of Interest Law for Public Officials; available from the Fair Political Practices Commission, 428 J St., Suite 800, P.O. Box 807, Sacramento, CA 95804, (916) 322-5901.

This is a brief guide to the Political Reform Act of 1974.

Job of the Planning Commissioner, 4th edition (1987); by Albert Solnit; \$23.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a detailed and practical guide demonstrating ways to be an effective planning commissioner. It discusses how to run a meeting, due process considerations, how to handle staff, and the basics of planning.

Open and Public: A User's Guide to the Ralph M. Brown Act (1994); \$10 from the League of California Cities' Publications Department; 1400 "K" St., Sacramento, CA 95814, (916) 444-5790, ext. 311.

This publication discusses, in plain English, the recently revised requirements and application of the open meeting law (Ralph M. Brown Act). It contains examples that illustrate how the law is applied.

The Planning Commissioner's Book (1989); \$3.00 from the Governor's Office of Planning and Research, 1400 Tenth St., Sacramento, CA 95814, (916) 322-3170.

This short publication is designed to be both a training tool for new planning commissioners as well as a general reference on planning in California. It reviews the role of the planning commission, the job of the individual commissioner, and state planning law requirements.

The Planning Commissioner's Guide (1984); by David J. Allor; \$23.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a book designed to help planning commissioners work together effectively. It provides advice on how to reach decisions in an open, equitable and efficient manner.

"The Role and Responsibility of the Planning Commissioner" (Pappas Telecommunications, Fresno, CA), 1987, 40 minute videotape (available for purchase from the League of California Cities (916) 444-5790).

The title says it all about this video for planning commissioners.

Planning in General

Blueprint for a Sustainable Bay Area (1996); available for \$21.75 for Urban Ecology Members and \$31.50 for non-members from Urban Ecology, 405 14th Street, Suite 900, Oakland, CA 94612, (510) 251-6330.

This colorful and illustrative book offers several examples of Bay Area cities incorporating sustainable development into their local communities. It provides a wide range of strategies a local planner can use to create a more livable and lively downtown and community.

Cities and Counties: Thinking Globally, Acting Locally: Sustainability in Action (1996); \$10.00 for government and \$12.00 for others from Public Technology, Inc., 1301 Pennsylvania Ave. NW, Washington, D.C. 20004-1793, (202) 626-2442.

This publication features 10 case studies of U.S. cities and counties which have integrated planning with energy conservation, open-space preservation, green building, and more.

The Citizen's Guide to Planning, 3rd ed. (1993); by Herbert H. Smith; \$26.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a detailed introduction to planning for the layman or entry level professional. It explains master plans, zoning, subdivision regulations, capital improvement programs, and the role of the planning commission, among other things.

The Citizen's Guide to Zoning (1983); by Herbert H. Smith; \$24.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

An introduction to the fundamental principles of zoning. It is aimed at planning commissioners or entry level plan-

ners looking for information on the intricacies of zoning theory, legal standing, and administration.

The Economic Renewal Guide, 3rd edition (1997); by Michael J. Kinsley; \$17.95 from the Rocky Mountain Institute, 1739 Snowmass Creek Road, Snowmass, CO 81654-9199, (970) 927-3851.

This manual describes how planners can steer their community toward development that's sensitive to local values and the environment through sustainable economic development.

Encyclopedia of Community Planning and Environmental Management (1984); by Marilyn Spigel Schultz and Vivian Loeb Kasen; \$45.00 for APA members or \$50.00 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book is a valuable source of planning term definitions. It concisely describes, in alphabetical order, a myriad of planning-related terms from "abandonment" to "zoning variance".

Job of the Practicing Planner (1988); by Albert Solnit, et al.; \$32.95 for APA members or \$35.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This guide examines land use regulation and the technical, bureaucratic, and organizational skills necessary for effective administration of planning programs. It includes tips on the use of fiscal impact analysis, negotiating with developers, and effectively reviewing projects.

The Language of Zoning: A Glossary of Words and Phrases, PAS Report No. 322 (1976); \$24.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This booklet offers more than 200 plain definitions of planning-related terms.

A Planner's Guide to Sustainable Development (1996) PAS Report No. 467; by Kevin J. Krizek and Joe Power; \$32.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report examines the conceptual and theoretical framework behind sustainable development and proposes several strategies to encourage planners to incorporate sustainable development programs in local settings.

The Practice of Local Government Planning, 2nd ed. (1988); Frank S. So and Judith Getzels, Eds.; \$38.95, plus postage and handling from the International City Manage-

ment Association, 1120 "G" St. N.W., Washington, D.C. 20005, (202) 626-4620.

Also known as the "Green Bible," this is a one volume compendium of the many aspects of local planning practice. Chapter topics include urban design, district planning, subdivision regulation, zoning, economic development, fees and exactions, and environmental impact assessment.

The Small Town Planning Handbook, 2nd ed. (1995); Thomas L. Daniels, John W. Keller, and Mark B. Lapping; \$34.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This handbook is designed to help small cities and towns prepare and administer a planning program that includes a local plan and land use regulations. It can be used without the need for professional staff.

Standard Industrial Classification Manual; \$22.00 from the Government Printing Office, Washington, D.C. 20402.

This manual provides a system for classifying industries by common characteristics. It can be used as a standard for classifying uses in a zoning ordinance or other regulatory scheme.

Strategic Planning in Local Government: A Casebook (1992); Roger Kemp, ed.; \$34.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book explains why strategic planning has proved to be successful in cities throughout the country. It illustrates how this technique helps local governments solve local problems and reach local goals.

A Survey of Zoning Definitions (1989) PAS Report No. 421, Tracy Burrows, ed., is available for \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

Anyone who's ever had to search high and low for a definition will appreciate this report. It offers definitions for 150 common zoning terms, selected from more than 100 local ordinances.

Sustainable Cities (1992); Bob Walter, et al. (eds.); \$20.00 from Eco-Home Media, 4344 Russell Avenue, Los Angeles, CA 90027, (213) 662-5207.

This book offers concepts and strategies for ecological city design including ecological design principles, sustainable technologies, construction techniques, planning techniques, and much more.

Taking Charge: How Communities are Planning Their Futures (1988); by Ronald L. Thomas, Mary C. Means, and Margaret A. Grieve; \$29.95, plus postage and handling,

from the International City Management Association, 1120 "G" St. N.W., Washington, D.C. 20005, (202) 626-4620.

This report aims to assist local leaders in designing an effective long-range planning process in which incremental efforts are linked to a larger vision. Its recommendations are based upon the authors' observations of several well-run community planning programs.

Resource Conservation and Safety

California at Risk: Steps to Earthquake Safety for Local Governments; free from the California Seismic Safety Commission, 1900 "K" St., Suite 100, Sacramento, CA 95814, (916) 322-4917.

This booklet discusses specific mitigation programs that local governments may undertake to reduce community seismic hazard.

CNPS Inventory of Rare and Endangered Vascular Plants of California, 5th Edition (1994); Mark W. Skinner and Bruce M. Pavlik (eds.); \$22.95 from the California Native Plant Society, 1722 J Street, Suite 17, Sacramento, CA 95814, (916) 447-2677.

This reference guide presents information on the distribution, rarity, endangerment, legal status, habitat, and literature sources for over 1,700 species, subspecies, and varieties of California's increasingly endangered flora.

A Discussion of the County General Plan and Role of Strategic Fire Protection Planning (1989), by Bob Irwin, available from the California Department of Forestry and Fire Protection, 1416 Ninth St., P.O. Box 944246, Sacramento, CA 94244-2460.

This book describes how to integrate strategic fire protection concepts into the general plan and the development review process. It is aimed primarily at counties where residential development is occurring in areas subject to wildland fires.

Earthquake Vulnerability Analysis for Local Governments (1989); available from the Bay Area Regional Earthquake Preparedness Project, MetroCenter, 101 Eighth St., Suite 152, Oakland, CA 94607, (415) 540-2713.

A step-by-step method for analyzing local vulnerability to seismic risks.

Erosion and Sediment Control Handbook (1981), is available from the California Department of Conservation, Land Conservation Office, 1516 Ninth St., Room 400, Sacramento, CA 95814, (916) 324-0859.

This excellent reference from the Division of Mines and Geology contains a model erosion control ordinance as well as illustrations of various erosion control practices.

Evaluation of Agricultural Land Trusts (1989), available from the California Coastal Conservancy, 1330 Broadway, Suite 1100, Oakland, CA 94612-2530, (415) 464-1015.

This report details the experiences of land trusts in Marin, Monterey, and Sonoma Counties and of the Coastal Conservancy trust. It critically evaluates these programs and offers some conclusions regarding the elements needed for success.

Fault-Rupture Hazard Zones in California, Special Publication 42 (1992), by Earl W. Hart; from the California Department of Conservation, Division of Mines and Geology, 801 K Street, MS 12-30, Sacramento, CA 95814-3531, (916) 445-5716.

This is a discussion of the requirements of the Alquist-Priolo Seismic Hazards Act and an index to the Special Studies Maps.

Fire Safe Guides for Residential Development in California (1993); available from the California Department of Forestry and Fire Protection, 1416 Ninth St., Sacramento, CA 95814.

This is an introduction to methods of reducing wildfire danger in rural areas. It describes common problems and suggests design standards and regulations that can reduce wildfire risk to an acceptable level.

The Flood Control Challenge: Past, Present, and Future; Howard Rosen and Martin Ruess, (eds.); \$10.00 from the Public Works Historical Society, 1313 E. 60th St., Chicago, IL 60637.

This is a collection of essays on the history of federal flood control programs. It also examines current practices and future trends in flood control.

Guidebook to Identify and Mitigate Seismic Hazards in Buildings (1987), with separate appendix; free from the California Seismic Safety Commission, 1900 "K" St., Suite 100, Sacramento, CA 95814, (916) 322-4917.

This guidebook assists local officials in implementing the Unreinforced Masonry (URM) building law and suggests additional actions they may take to mitigate seismic hazards found in other types of buildings. It offers a step-by-step approach to hazard mitigation and approach to hazard mitigation and discusses associated costs. Sample forms, mapping techniques, and a model ordinance round out this excellent reference.

Habitat Conservation Planning (1994); by Timothy Beatley; \$19.95 for APA members and \$22.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book explores the importance and significance of a diversity of species and the habitats which support them in

planning. It includes nine case studies of HCPs in four states where population increases have threatened species diversity.

Introductory Guide to Community and Urban Forestry; free from the California Department of Forestry and Fire Protection, P.O. Box 944246, Sacramento, CA 94244-2460, (916) 322-0109.

This is a guide for the development and maintenance of local urban forestry programs. It concentrates on four central functions of urban forest management: public education; funding and budgeting; preparing a master plan; and, program management.

Land Conservation Resource Guide (1988); free from the Agricultural Resources Branch, California Department of Food and Agriculture, 1220 "N" St., Room 104, P.O. Box 942871, Sacramento, CA 94271-0001.

The guide is a brief compendium of information sources, including a directory of state agencies, and private organizations that have land conservation information. It also contains a bibliography of state and federal publications on land conservation.

A Manual of California Vegetation (1995); by John Sawyer and Todd Keeler-Wolf; \$55.00 for hardcover or \$39.00 for softcover from the California Native Plant Society, 1722 J Street, Suite 17, Sacramento, CA 95814, (916) 447-2677.

This book serves as a guide to natural resource specialists and planners in the identification and ranking of plant communities by conservation priority for CEQA and NEPA projects; quantitative vegetation descriptions of critical habitats; and the identification and protection of unique vegetational types.

Planning and Zoning for Farmland Protection: A Community Based Approach (1987); available from the American Farmlands Trust, Midwest Regional Office, 1405 S. Harrison Rd. #318, East Lansing, MI 48823, (517) 337-6778.

This is a guide to preparing a comprehensive local regulatory scheme to limit the premature conversion of prime farmland. It discusses the forces at work encouraging conversion, the advantages of farmland, and various zoning techniques for protecting farmland.

Plants for California Landscapes: A Catalog of Drought Tolerant Plants (1981), Department of Water Resources Bulletin 209, \$1.60 from the Department of Water Resources, Division of Local Assistance, 1416 Ninth St., P.O. Box 942836, Sacramento, CA 94236-0001, (916) 445-4403.

This catalog lists drought resistant trees, shrubs, and ground covers suitable for California gardens.

Plowing the Urban Fringe: An Assessment of Alternative Approaches to Farmland Preservation; Hal Hiemstra

and Nancy Bushwick, eds.; \$15.00 from the Joint Center for Environmental and Urban Problems, University Tower, 220 Southeast Second Ave., Fort Lauderdale, FL 33301.

This is a collection of articles on state and local farmland protection programs. It offers an assessment of the strengths and weaknesses of each program as well as insights into why some are more successful than others.

Preparing for California's Earthquakes: Local Government and Seismic Safety; by Allan J. Wyner and Dean E. Mann; \$7.00 from the University of California Berkeley Institute of Governmental Studies, 105 Moses Hall, Berkeley, CA 94720.

This report offers 13 case studies analyzing why some agencies have acted efficiently to implement earthquake safety programs and some have not.

Protecting Nontidal Wetlands, PAS Report Nos. 412/413 (1988); by David G. Burke, et al.; \$32.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report reviews the host of federal, state, and local regulations that protect nontidal wetlands. It includes a detailed model ordinance and a sampling of language from numerous local ordinances.

"Protecting Wildlife and Open Space" (produced by PTS), 1992, 1 hour 30 minute videotape; available for purchase for \$54.95 for APA members and \$59.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This video provides tools and techniques to balance wildlife conservation objectives and local development goals in response to the increasing impact of the Endangered Species Act on urban development patterns.

Putting Action into the Open Space Element: Techniques for Preserving Open Space and Farmland (1990); free from the Governor's Office of Planning and Research, 1400 Tenth St., Rm. 250, Sacramento, CA 95814, (916) 445-4831.

According to state law, every local open space plan must have an "action program." An action program identifies specific techniques which a local government intends to pursue in implementing its open space element. This brief publication outlines a variety of possible action program measures. Many have been insufficiently publicized, but most have been used in California. The booklet does not describe zoning or agricultural preserves due to the availability of publications regarding these most commonly used programs.

Putting Seismic Safety Policies to Work (1988); available from the Bay Area Regional Earthquake Preparedness Project,

MetroCenter, 101 Eighth St., Suite 152, Oakland, CA 94607, (415) 540-2713.

This is a comprehensive discussion of seismic safety issues and programs to mitigate seismic risk. Using examples from numerous communities, it illustrates various effective seismic safety policies.

Reducing Earthquake Risks: A Planner's Guide, PAS Report No. 364 (1981); \$20.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This in-depth book discusses topics relating to seismic risks, including hazard mapping, development constraints, and building rehabilitation.

Reducing Landslide Hazards: A Guide for Planners, PAS Report No. 359 (1982); \$16.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report outlines the use of grading regulations and related techniques to reduce the danger of landslides. It includes technical information on landslides as well as risk assessment methods.

Saving the Farm: A Handbook for Conserving Agricultural Land (1989), \$20.00 from the American Farmlands Trust, 512 Second St., Fourth Floor, San Francisco, CA 94107, (415) 543-2098.

This book offers a comprehensive program for planning farmland conservation. It discusses conservation techniques such as zoning, agricultural buffers, right to farm ordinances, purchase of development rights, and transfer of development rights. It also delves into the roles of CEQA, LAFCOs, and private organizations in the effort to conserve farm land.

Tools for the Greenbelt: A Citizen's Guide to Protecting Open Space (1985); \$22.50 from the Greenbelt Alliance, 116 New Montgomery St., Suite 640, San Francisco, CA 94105, (415) 543-4291.

This is a layman's guide to methods of protecting greenbelt areas. Subjects include citizen advocacy, land use regulatory techniques, and acquisition methods.

Tree Conservation Ordinances, PAS Report No. 446 (1993); by Christopher J. Duerksen; \$32.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This illustrative report explains how to develop an ordinance to protect trees. It takes an in-depth look at the politics and practice of tree conservation and the legal tests and pitfalls of protection efforts.

Trees and Shrubs for Dry California Landscapes (1981); by Bob Perry; Land Design Publishing, San Dimas, CA.

This profusely illustrated book focuses on drought resistant trees, shrubs, and groundcovers suitable for California's climate.

Water-Conserving Plants and Landscapes for the Bay Area (1986); \$11.00 from the East Bay Municipal Utilities District, P.O. Cox 937, Alamo, CA 94507.

This is a book on water-thrifty plants and how they can be used effectively.

Wetlands: Mitigating and Regulating Development Impacts (1990), by David Salvesen, available for \$38.00 from the Urban Land Institute, 1090 Vermont Ave., NW, Washington, D.C. 20005-4962.

This book examines federal and state regulations relating to the development of wetlands. It discusses in detail: permitting under section 404 of the Clean Water Act; the aggressive wetlands protection programs of California, Florida, and three other states; the question of regulatory "takings"; and ways of mitigating development impacts.

Transportation and Parking

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The Aesthetics of Parking: An Illustrated Guide, PAS Report No. 411 (1988); by Thomas P. Smith; \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report, based on a survey of over 300 local codes, offers standards for landscaping parking lots and structures. It summarizes a number of local codes that take a comprehensive approach to landscaping and design.

The Dimensions of Parking, 2nd Edition (1983); John A. Casazza, (ed.); \$29.00 from the Urban Land Institute, Publications Orders Dept., 1090 Vermont Ave. N.W., Washington, D.C. 20005, (202) 289-3381.

An analysis of the elements of planning, designing, and building parking lots and structures. Discussion topics include design for small cars, maintenance, signs and graphics, and revenue control.

Flexible Parking Requirements, PAS Report No. 377 (1983); \$24.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report surveys recent innovations in parking ordinances. It includes excerpts from local codes and a comprehensive bibliography.

Guidelines for Urban Major Street Design (1984); \$38.00 for APA members and \$40.00 for non-members from the

American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

Written by the Institute of Transportation Engineers, this report offers design standards for urban major streets, including lane widths, curves, land control, intersection design, lighting, parking, and speed control.

Parking Generation, 2nd ed. (1987); \$92.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

The Institute of Transportation Engineers publishes this guide to parking generation rates for various land uses and building types. It is based on an empirical survey of the parking generation rates of actual developments and is a helpful tool for estimating the potential parking needs of new development. Data for 64 different kinds of land uses is included.

Performance Streets: Concepts for Street Design and Functional Classification (1980); by Greg Reppe and Carter van Dyke; \$18.00 for APA members and \$20.00 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book, written by the Bucks County Planning Commission, advocates street design that matches projected neighborhood demand, resulting in narrower residential streets. It includes a model ordinance.

Planning Urban Arterial and Freeway Systems (1984); \$23.00 for APA members and \$25.00 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This publication of the Institute of Transportation Engineers proposes general guidelines and standards for planning arterial and freeway systems in urban areas. It reviews the planning process for such systems and explains their relationships to land use and transportation planning.

Residential Street Design and Traffic Control (1989), by the Institute of Transportation Engineers, is available for \$49.00 (\$45.00 for APA members) from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a comprehensive planning guide for designing residential streets. It reviews innovative design approaches and their effect on traffic.

Shared Parking (1983); \$50.00 from the Urban Land Institute, Publications Orders Dept., 1090 Vermont Ave. N.W., Washington, D.C. 20005, (202) 289-3381.

This report, prepared for the Urban Land Institute, offers

a methodology for laying out parking areas that efficiently share spaces among uses. It includes data on parking demand factors such as peak use, hourly accumulation of vehicles, seasonal variations, access to transit, and design.

Traffic Impact Analysis, PAS Report No. 387 (1984); \$24.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report offers a method for estimating the impact of new development on traffic systems. It includes methods to calculate trip generation, figure the directional distribution of trips, estimate changes in vehicle trip volumes, evaluate the need for changes in intersections and traffic controls, and identify potential choke points.

Transportation and Land Development (1987); by Vergil G. Stover and Frank J. Koepke; \$43.00 for APA members and \$46.00 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This comprehensive book published by the Institute of Transportation Engineers covers site planning, traffic analysis, functional circulation, parking and service facilities, and intersection design.

The Transportation/Land Use Connection, PAS Report Nos. 448/449 (1994); by Terry Moore and Paul Thorsnes; \$32.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report examines the benefits of integrating land use and transportation at the regional level toward reducing traffic congestion and other urban frustrations.

The Transportation System Management Ordinance Guide; available from CALTRANS Division of Transportation Planning, P.O. Box 942874, Sacramento, CA 94274-0001.

This is a two volume collection of TSM ordinances adopted by local governments in California and other states. It compares the relative characteristics of these ordinances.

Transportation and Traffic Engineering Handbook, 2nd ed. (1982); by Wolfgang S. Homburger; \$75.00 for APA members and \$85.00 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a general reference on transportation planning. Topics covered include air, water, and rail transportation, economic analysis, and environmental factors.

Trip Generation, 4th ed. (1987); \$11.00 for APA members and \$125.00 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave.,

Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This publication of the Institute of Transportation Engineers offers rates of trip generation for over 60 different land uses. It is based upon an empirical survey of 1950 developments and their rates of trip generation. This book is a basic data source for estimating the potential traffic impacts of new residential, commercial, industrial, and other development.

Urban Design

City: Rediscovering the Center (1989); by William H. Whyte; \$19.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book examines the essence of what makes some city streets attractive to people. It discusses the necessity for human interaction in a vital city center and identifies key elements of successful city spaces.

Design Guidelines and Community Character Compatibility (1988); by Reiko Habe, et al.; \$20.00 from Professor Reiko Habe, School of Urban and Regional Planning, University of Southern California, University Park, Los Angeles, CA 90087-0042.

This is the culmination of a study of design guidelines from 147 communities around the nation. It aims to assist local governments develop and adopt their own guidelines.

Designing Urban Corridors (1989) PAS Report No. 418, by Kirk R. Bishop, is available for \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This booklet discusses methods for creating cohesively planned urban corridors. It explores the use of area plans, scenic corridor protection, and other regulatory techniques.

Developing Downtown Design Guidelines; \$5.00 from the California Mainstreet Program, Department of Commerce, 1121 "L" St., Suite 600, Sacramento, CA 95814, (916) 322-1398.

This publication details a process for developing design guidelines for traditional central business districts. The guidelines also assist in establishing criteria for improving visual, historic, and architectural quality in the downtown.

Energy-Aware Planning Guide (1993), by Nancy Hanson, et al.; California Energy Commission, Siting and Permit Assistance Program, 1516 Ninth Street, MS-15, Sacramento, CA 95814; (916) 654-3948.

A comprehensive review of energy saving urban design principles, with specific examples of these ideas in action.

Fundamentals of Urban Design (1985); by Richard Hedman; \$27.95 for APA members and \$29.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is an introduction to urban design, covering the basic components, context and contrast, preservation, spatial definition, and urban form and building form.

The Land Use -- Air Quality Linkage (1994), by Terry Parker; available from the California Air Resources Board, Transportation Strategies Group, 2020 L Street, Fourth Floor, Sacramento, CA 95814, (916) 323-6987.

Urban Design strategies for traffic control, enhanced quality of life, and air quality improvement are profiled in this book.

Land Use Strategies for More Livable Places (1992), by Judy Corbett and Steve Weismann; available from the Local Government Commission, 909 Twelfth Street, Suite 205, Sacramento, CA 95814, (916) 448-1198.

Urban design strategies for traffic control, enhanced quality of life, and air quality improvement are profiled in this book.

Land Use, Transportation, and Air Quality: A Manual for Planning Practitioners (1993); available from The Planning Center, 1300 Dove Street, Newport Beach, CA 92660, (714) 851-9444.

An aid to local governments in meeting state and federal air quality mandates and promoting an understanding of air quality implementation actions.

The Pedestrian Pocket Book (1989), Doug Kelbaugh, ed., is available for \$11.95 for APA members and \$16.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book describes a new design concept which clusters office, commercial, multi-family residential, and public open space uses around a suburban light rail station. It includes four design proposals from a charrette held in Auburn, Washington.

Planning for Hillside Development, PAS Report No. 466 (1996); by Robert Olshansky; \$32.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This report offers planners and community leaders technical advice on the many issues involved in planning for hillside development.

Preparing Urban Design Guidelines; free from FORMA, 190 Newport Center Drive, Upper Gallery, Newport Beach, CA 92660, (714) 644-8001.

This pamphlet, prepared by a design consulting firm, identifies the basic elements necessary to adopting and maintaining a sound set of design guidelines.

Shading Our Cities (1989), by Gary Moll and Sara Ebenreck, eds., available for \$20.95 for APA members and \$22.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

Trees (or the lack of them) define a city's character. This is a handbook for developing an effective urban forestry program. It covers methods to conserve existing trees and profiles successful urban forestry programs.

The Social Life of Small Urban Spaces (1980); by William H. Whyte; \$12.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book examines the components that make a successful urban space. Special emphasis is placed on small places within the urban fabric such as plazas, miniparks, and seating areas and the elements that make them attractive to city users.

Miscellaneous

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The California Planner's 1997 Book of Lists; published by the Governor's Office of Planning and Research; \$9.00 from General Services, Publications Section, P.O. Box 1015, North Highlands, CA 95660, (916) 574-2200 (stock no. 7540-931-1005-0). Available on the Internet at <http://ceres.ca.gov/planning/>.

This is a directory to all the city and county planning departments, councils of government, and Local Agency Formation Commissions in California. It also contains the results of OPR's yearly survey of the status of local general plans and planning programs.

Carrots and Sticks: New Zoning Downtown (1989), by Terry Jill Lassar, is available for \$54.00 from the Urban Land Institute, 1090 Vermont Ave., NW, Washington, C.C. 20005-4962.

This book discusses zoning as a means of obtaining needed downtown public facilities and services. It discusses techniques such as linkage, incentive zoning, and retail overlay districts. Examples are drawn from Seattle, San Francisco, Cincinnati, and Portland among other cities.

Child Care in Our Cities (1988); \$10.00 from the League of California Cities Library, 1400 "K" St., Suite 400, Sacramento, CA 95814, (916) 444-5790.

This report is based on the League's January 1988 survey of child care programs in California. It summarizes the

responses from 233 cities and describes the range of their efforts to provide child care.

Choices for the Unincorporated Community: A Guide to Local Government Alternatives in California, 2nd ed. (1981); by Alvin Sokolow, et al.; available from the Institute of Governmental Affairs, University of California, Davis, CA 95616.

This book presents information to assist residents of unincorporated communities in considering options for local government. It discusses local government finance, incorporation, annexation, special districts, and informal governments as alternatives for governing.

A Developer's Guide to Child Care; \$25.00 from the California Child Care Resource and Referral Network, 809 Lincoln Way, San Francisco, CA 94122, (415) 661-1714.

This guide looks at the benefits of including child care in developments, child care options, examples of projects incorporating child care facilities, and state regulations governing care facilities.

Economic Development Handbook: A Guide for Local Economic Development, 3rd Ed. (1989); \$25.00 from the California Association for Local Economic Development, 1022 "G" St., Sacramento, CA 95814, (916) 448-8252.

This excellent introduction to local economic development explains how local government can foster economic development (i.e., business incubators, community development, downtown revitalization, tourism, industrial development, etc.), examines public/private partnerships for economic development, and details financing mechanisms. It outlines economic development strategies and an organizational structure to meet those ends. This easy-to-read book discusses many of the common pitfalls of economic development programs.

From Line to Design: Design Graphics Communication (1985); by Scott Van Dyke; \$16.95 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This book helps planners strengthen their graphics skills. It is profusely illustrated with examples of quality graphics and includes exercises to help the reader apply the principles of visual communication.

Guide to the Cortese-Knox Local Government Reorganization Act of 1985 (1994); Assembly Local Government Committee; \$7.70, plus sales tax, from the Assembly Publications Office, State Capitol, Box 942849, Sacramento, CA 94249-0001, (916) 445-4874 (stock no. 077-A-94).

This is the text of the Cortese-Knox Act. It contains a brief history of the Act, a guide to LAFCO procedures (including flow charts), and sample administrative forms.

Guidelines for the Official Designation of Scenic Highways; free from CALTRANS' Transportation Planning Division, Scenic Highways Coordinator, 1120 "N" St., Sacramento, CA 95814.

These updated guidelines offer a streamlined process for designating scenic highways.

Historic Preservation in California (1986); by Les-Thomas Assoc. For the California Office of Historic Preservation; available from the Department of Parks and Recreation, Office of Historic Preservation, P.O. Box 942896, Sacramento, CA 94926-0001, (916) 445-8006.

This book takes the reader through the process of setting up a local historic preservation program. It covers how to conduct a historic survey, local, state, and federal historic designations, planning tools, financial incentives, state and federal assistance programs, and using private groups.

How to Conduct a Citizen Survey, PAS Report No. 404 (1987); \$20.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

A step-by-step guide to planning, designing, and conducting a citizen survey as well as interpreting and using the results.

Innovative Tools for Historic Preservation, PAS Report No. 438 (1992), by Marya Morris; \$28.00 plus tax and shipping from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

Innovative techniques beyond the usual historic preservation ordinance are discussed in this report.

Planning for Child Care (1987); Abby J. Cohen, (ed.); \$15.00 from the Child Care Law Center, 625 Market St., San Francisco, CA 94105.

This 107 page book examines a variety of methods for incorporating child care provisions into the development process.

A Practical Guide to the Care and Feeding of the Consultant; \$3.00 from The Planning Center, 1300 Dove St., Suite 100, Newport Beach, CA 92660.

This booklet, published by a planning consulting firm, is an easy-to-read and cleverly illustrated advisory on how to hire and get the most out of a consultant. It covers selecting (including when to use an RFQ rather than an RFP), contracting, and working with a planning consultant.

Public Opinion Polling: Who, Why, How? (1987); by Celinda Lake and Pat Callbeck Harper; \$19.95 for APA members and \$24.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

A handbook about developing, conducting, and analyzing public opinion polls. It includes case studies, sample questions, and polling etiquette.

Rural Economic Development Program Guidelines; free from the Department of Commerce, 1121 "L" St., Suite 600, Sacramento, CA 95814.

This report discusses the State's "Rural Renaissance Program" which provides funds to designated rural counties for the promotion of economic development.

Selecting and Retaining a Planning Consultant, PAS Report No. 443 (1993); by Eric Damian Kelly; \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

The success of a project relies critically on the selection and management of a consultant. This guide describes how to find, select, and manage planning consultants effectively.

Site Design Graphics (1989), by Michael S. Kendall, is available for \$59.95 for APA members and \$64.95 for non-members from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This is a source of architectural, planting, sign, graphic, and site design illustrations, suitable for reproduction.

Your Guide to Public Information (1990); \$5.00 plus tax from Joint Publications, State Capitol, P.O. Box 942849, Sacramento, CA 94249-0001, (916) 445-4874 (Report No. 503-S).

This publication of the Senate Local Government Committee discusses the requirements of the California Public Records Act and rights to public information under the act.

Zoning for Child Care (1990) PAS Report No. 422, by Ann Cibulskis and Marsha Ritzdorf, is available for \$28.00 from the American Planning Association Planners Book Service, 122 S. Michigan Ave., Suite 1600 Chicago, IL 60603-6107, (312) 786-6344.

This booklet discusses zoning options for day care centers, federal and state laws, and innovative local programs. It describes how exactions and zoning bonuses can be used to encourage developers to provide child care facilities.